

## 2006 PERSONAL PROPERTY CHECKLIST

The Personal Property Declarations can be printed using the 2006 schedules after this checklist has been completed.

Any questions regarding the Personal Property Depreciation Schedules and Function Code Files should be directed to Jim Powell at 1-800-777-0983.

Any questions regarding the programs or checklist should be directed to Technical Support at 1-800-334-7756.

The Property Appraisal Bureau has **changed** the following schedules – these changes will be made programmatically when PPManual is run in step #3:

<b>FC</b>	<b>OLD SCHED</b>	<b>OLD DESCRIPTION</b>	<b>NEW DESCRIPTION</b>	<b>FC</b>	<b>NEW SCHED</b>
311	62	Wireless Sys Bldgs	Wireless Sys Bldgs	311	41
348	11	Photoprcess Eq-N/copy	Photoprcess Eq-N/copy	348	19
380	999	CATV Converters	CATV Converters	380	38
381	999	CATV Distribution	CATV Distribution	381	36
382	999	CATV Headend	CATV Headend	382	37
383	999	Towers Wireless CATV	Towers Wireless CATV	383	88

1. **PPB060** - Clear Declaration Returned Field in Parcel Master.

**REQUIRES DEDICATED UAD FILES**

This program should be run each year at the start of the PP cycle in order to keep track of those parcels without a current returned declaration.

The schedule file from the state will have:

State Depreciation Schedules	1 - 69
County Use	70 - 79
State Depreciation Schedules	80 - 99

2. A) PPManual will give you 2 choices:
  1. Install the "Level Trend" schedules & function code updates.
  2. Install the "Continued Trend" schedules & function code updates.

B) If you **DO NOT** want to install either of the State supplied schedules skip to step #4 or #5. You will need to hand update the function code/schedule changes noted above.
3. **To install** the new 2006 PP Function Codes and Schedules:
  - A. **Retrieve the new schedules from our Technical Center website:**  
[http://tax.fiberpipe.net/propertytax/PropTechDocs/pt\\_techcenter.cfm](http://tax.fiberpipe.net/propertytax/PropTechDocs/pt_techcenter.cfm)

(The web download instructions are under Technical Services, Technical Tips: [http://tax.idaho.gov/propertytax/pt\\_techservices\\_techtips.htm](http://tax.idaho.gov/propertytax/pt_techservices_techtips.htm))

- B. Once you have restored the package from our website to your AS/400 and received the message that it completed:

**Call PPMANUAL {enter}**

The above procedure will automatically merge the Old Schedule File and Function Code File with the New Schedule File and Function Code File. The program will keep those special schedules (70-79) and function codes (700-799) used by your county. You will only need to manually update your special schedules with your new depreciation schedules or add any new county schedules.

- C. When PPManual is done, it will kick out a report called PPB123. This report will list any parcels that had schedule changes. (Lists the function code and the old and new schedule – see the changes listed on page 1 prior to step#1.) Make sure you review this report.

#### **4. COUNTIES USING FUNCTION CODES:**

- |        |    |  |
|--------|----|--|
| PPB092 | 1. | List the new PP Schedule File and compare it to the schedules received from the Property Appraisal Bureau. |
| PPO001 | 2. | Make any additions to the new PP Schedule File.  |
| PPB091 | 3. | List the new Function Code File  |
| PPO002 | 4. | Make any additions to the new Function Code File.  |

#### **5. COUNTIES NOT USING FUNCTION CODES:**

- |        |    |  |
|--------|----|--|
| PPB092 | 1. | List the new PP Schedule File and compare it to the schedules received from the Property Appraisal Bureau. |
| PPO001 | 2. | Make any changes or additions to the New Schedule File.  |